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Chief, Management Staff

Chief, O&M Staff (DB/S Area)

NOV 1 1956

11/16/56

Work Report for Period 25 October 1956 Through 31 October 1956

1. Accomplishment

- a. MS 6-58, Comptroller, Review of Work Measurement System. [REDACTED] 25X1A9a
- b. OL/Admin, Discussion held with Mr. [REDACTED] informing him of AMA Packaging Conference to be held in New York on 14-15 November 1956. As a result of the discussion OL has a packaging specialist who will attend and OL is interested in AMA membership in "Packaging". [REDACTED] 25X1A9a
- c. MS 987, Completed reorganizational study of Investigations Branch SSD/OS. [REDACTED] 25X1A9a
- d. Prepared and Submitted eight pages of proposed material for Office Business Machines Handbook to [REDACTED] [REDACTED] 25X1A9a

2. Assignments (Active)

Target Date

- a. MS 5-1E, Compt., Study of Technical Accounting Staff. [REDACTED] 15 November 1956 25X1A9a
- b. MS 5-38, T/O System Analysis, Manpower Control. [REDACTED] 1 December 1956 25X1A9a
- c. MS 6-14, Study of Agency Overtime Practices. [REDACTED] 15 November 1956 25X1A9a
- d. MS 6-28, OS, Follow-up on MS Administrative Survey of Correspondence and Records Branch. [REDACTED] 15 November 1956 25X1A9a
- e. MS 6-47, Compt., Study of Use of UV Funds to Pay Agency Employees, [REDACTED] 25X1A2g 7 November 1956 25X1A9a
- f. MS 6-47, Compt., Study of Use of UV Funds to Pay Agency Employees, other Components. [REDACTED] 15 January 1957 25X1A9a
- g. MS 6-48, OS, Reorganization of Support Branch, SSD. [REDACTED] 30 November 1956 25X1A9a
- h. MS 6-49, OTR, Study of OTR Language and Area Instruction. [REDACTED] 1 December 1956 25X1A9a
- i. MS 6-51, OTR, Follow-up on MS Study of Feasibility of Transferring OTR Library to OCR and Establishment of Communism Library. [REDACTED] 1 December 1956 25X1A9a

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- 25X1A6a j. MS 1032, Audit Staff, Establishment of a Field Audit Unit in [REDACTED] and Transfer of Area Position. [REDACTED] 25X1A9a 7 November 1956
- 25X1A9a k. Compt., Feasibility of Installing Wired Music in Fiscal Division. [REDACTED] 15 January 1957
3. Assignments (Inactive)
- 25X1A9a a. MS 5-1, Compt., Study of the Comptroller Organization. [REDACTED] 1 January 1957
- b. MS 5-1D, Compt., Study of the Budget Division. [REDACTED] 15 December 1956
- 25X1A9a c. MS 5-1F, Compt., Study of Program Analysis Staff. [REDACTED] 25X1A9a 15 November 1956
4. Training
- a. 5 Hours - Reading Improvement Course. [REDACTED] 25X1A9a
- b. 4 Hours - Attendance, F.O.A.A. Symposium. [REDACTED] 25X1A9a
- 25X1A9a c. 16 Hours - Attendance, Systems & Procedures Seminar, Philadelphia, 22, 23, and 24 October 1956. [REDACTED]

[REDACTED] 25X1A9a

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